

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name DCF		9. Position No. K0216770	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Senior Administrative Assistant			
3. Division Legal Division		12. Proposed Class Title			
4. Section	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit		14. Effective Date			
6. Location (address where employee works)  City Wichita County Sedgwick		15. By	Approved		
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position exists to provide administrative support of a sensitive nature to the legal division of Wichita Region DCF. The position provides complex office support work that requires attention to detail. This includes set up and maintenance of legal files; general word processing; drafting tentative legal documents and reports for review and approval, including guardianship and/or conservatorship documents; keeping up to date records; databases of various legal cases; and providing a variety of additional legal and administrative duties as assigned by the supervisor in legal matters of the agency. This position may provide administrative support to other units as needed and as time permits.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
<b>Roger McDaniel</b>	<b>Attorney II</b>	<b>K0164067</b>

Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
<b>Roger McDaniel</b>	<b>Attorney II</b>	<b>K0164067</b>

20. a) How much latitude is allowed employee in completing the work?

This position receives written or verbal instruction from the supervisor to perform work assignments and provides administrative support for the legal division following general instruction as to what work is to be completed. Position is given a great amount of latitude in prioritizing and completing work assignments.

b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work?

Most tasks are performed independently or with minimal supervision. Will ask for further details or clarification as needed. Work

requires initiative, discretion and the ability to make independent judgments regarding urgency of a situation and/or its sensitivity and require careful interpretation.

c) State how and in what detail assignments are made.

Will ask for further details, clarification or instructions as needed.

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21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
60%	E	Confidential Legal Support Services: Provides confidential administrative support for the legal division. Completes work as assigned. This includes maintaining current legal files and data bases, processing general correspondence, requesting subpoenas and scheduling hearings. This position sets up and maintains legal case files for cases, prepares pleadings, orders and other legal documents for the attorneys, working closely with the court system and other agencies. This position also tracks incoming document requests and orders and obtains the necessary documents.
35%	E	Administrative Support Services: Schedules court hearings for the attorneys, arranges legal counsel to represent wards, receives and distributes legal division mail, phone calls, tracks messages, filing, general office duties. Insures case files are accurate and up to date, maintains the legal calendar, monitors deadlines, responds to inquiries from staff, outside agencies, consumers, whether face to face, by phone or by written correspondence.
5%	M	Backup Support: Provides coverage and back up for others within the agency when needed, helps maintain conference room schedule and provides notary service for local service center.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.  
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.  
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( x ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Work completed by this position directly affects the legal division of the agency. Work which is incomplete or incorrect reflects upon the agency. An error in judgment could have adverse effects upon pending litigation, relationships with the courts, with opposing counsel, agency employees and the general public.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This employee has frequent contact with agency staff, court personnel, opposing counsel, clients and members of the public during the course of completing the assigned tasks. These contacts are for the purpose of obtaining information relating to cases.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

None known at this time

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

The following equipment is used on a daily basis:

Computer, typewriter, copier, telephone, facsimile, and scanner

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

One year of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date